

ORDER

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

1380.26A

10/31/74

SUBJ: CROSS UTILIZATION OF REGIONAL F&E AND OPERATIONS FUNDED MANPOWER

1. PURPOSE. This order sets forth agency policy and national guidelines for the cross utilization of regional F&E and Operations funded technical manpower.
2. DISTRIBUTION. This order is distributed in Washington headquarters to Director level in Offices of Budget, Accounting and Audit, Management Systems and Systems Research and Development Service, and to branch level in Airway Facilities Service; to section level in regional Airway Facilities Divisions and Accounting Divisions; and a minimum distribution to all Airway Facilities Field Offices.
3. CANCELLATION. Order 1380.26, Cross Utilization of F&E and Operations Funded Manpower, is cancelled.
4. DISCUSSION. The agency's mission requires effective manpower utilization in both F&E and maintenance Operations programs. Timely accomplishment of these complex and interrelated programs entails some redistribution of manpower resources. There are occasions when F&E funded projects can be expedited or accomplished more economically by providing manpower normally funded by the Operations appropriation. Conversely, maintenance projects and activities on certain occasions can be more effectively carried out by using F&E funded personnel. Cross utilization of F&E and maintenance skills has contributed significantly to the accomplishment of the agency's completed programs. However, a serious problem exists in accountability of the separately funded F&E and Operations programs. It is imperative that appropriation integrity be maintained. Accurate data must be available to permit the development of accounting summary reports, and to support budgetary activities. In addition, full and accurate accountability underlies successful planning of future projects.
5. POLICY. It is agency policy to cross utilize F&E and Operations funded technical manpower resources whenever improved effectiveness and/or economies can be realized. Use of Operations funded personnel in F&E activities shall in no way derogate facility performance parameters. Maintenance personnel shall be assigned to special projects only where clearly advantageous to the Government and after careful consideration of the impact on the maintenance program including performance of existing facilities.

Distribution: WAA/BU/MS/RD-1; RAC/AF-4; FAF-0 (Minimum); Initiated By: AAF-230
WAF-3

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At locations where new systems or equipment are being installed and maintenance personnel can be made available, those personnel shall be made available for assignment to the F&E project to assist in areas where their capabilities can be effectively utilized.

. CRITERIA. Each regional director is responsible for implementation of this policy within his jurisdiction, consistent with the following guidelines and criteria for cross utilization of F&E and Operations funded technical manpower:

- a. To accomplish small F&E projects that might be delayed due to unavailability of F&E personnel.
- b. To accomplish small unfunded F&E replacement type projects that can be performed by local maintenance technicians on a time available basis.
- c. To assist on F&E projects when the work effort requires additional people for work efforts such as cable pulling, moving and placement of equipment, equipment tuneup, system interface checkout, commissioning, etc.
- d. To perform special maintenance project assignments for accumulated SMP projects during F&E low activity periods.
- e. To offset high overtime requirements because of temporary personnel shortages or temporary excess workload on either F&E or maintenance projects.
- f. To close out work on F&E projects after joint acceptance inspections.
- g. To provide for career development, OJT, certification, cross-training, etc.
- h. To accomplish such other work assistance or support between Operations and F&E or for other agency programs as deemed appropriate by the regional director, consistent with the intent and provisions of this order.


Order 2500.8, entitled "Operations vs. F&E Funding," describes the types of work and activities for the F&E and Operations funded programs. Anytime a maintenance technician works on a regular F&E funded project (which includes regional installation funds), his time should be charged to and obligations transferred to the F&E job.

. CERTIFICATION OF F&E PERSONNEL. Certification of F&E personnel when required will be in accordance with agency Order 3400.3.

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8. REPORTING OF CROSS UTILIZATION OF ASSIGNMENTS. It is essential that cross utilization of F&E and Operations manpower be documented and reported. Labor performed on F&E projects shall be recorded on F&E Labor Distribution Reports in accordance with existing accounting procedures. F&E funded employees assigned to Operations funded work shall charge their time to the appropriate Operations program. All completed labor distribution reports shall be forwarded directly to
- * the servicing regional Accounting Division. A duplicate copy will be forwarded to the appropriate regional Airway Facilities Division. *


Alexander P. Butterfield
Administrator

(Page revised 11/29/74 by CHG 1)

CHANGE

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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11/29/74

**Cancellation
Date: After filing**

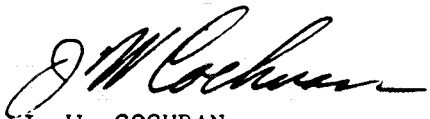
12/30/52

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Paragraph 8 is changed to delete the requirement to forward a duplicate copy of labor distribution reports to the Financial Systems Division, AAA-400.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
3	10/31/74	3	10/31/74 (Revised 11/29/74)



J. W. COCHRAN
Director, Airway Facilities Service